

CHAPTER 3: EARLY INTERVENTION SERVICES

REVISION DATES: 07/01/2021, 12/14/2018

EFFECTIVE DATES: 04/01/2022, 07/01/2019

INTENDED USER(S): All ADES/AzEIP personnel, AzEIP Service Providing Agencies including all employees, contractors, subcontractors, and volunteers.

REFERENCES/AUTHORITY: 20 U.S.C. §§ 1431, et seq.; 34 C.F.R. §§ 303.303-346, 420, and 421, 34 C.F.R. §§ 303.340; 342(a), 343(a) and § 303.344, § 303.342(b) and § 303.342(c), Rush, D. D., & Shelden, M. L. (2011). The early childhood coaching handbook. Baltimore, MD: Paul H. Brookes Publishing Co.

3.14 Transfer

- 3.14.1 Transfers from one EIP to another may be a result of several factors, such as family requests or moving to an area not served by their current EIP. EIPs should not exit a child from the ADES data system(s) if he/she is continuing to receive services from another EIP.
- 3.14.2 Before the transfer is made to the receiving EIP, all child and family information must be updated in the ADES data system(s). An EIP must accept transfers. When a family transfers from one EIP to another, the family should be informed that the existing record is being sent to the new EIP. A release of information form is not required before sending the record.
- 3.14.3 All services must continue to be provided by the sending EIP as written on the IFSP up until the day of transfer. The receiving EIP must provide supports and services as listed on the previous program's IFSP, unless the IFSP is revised.
- 3.14.4 Transfers to geographic service regions served by more than one EIP are equally distributed among the EIPs in the area. Prior approval must be granted by the AzEIP Help Desk and ADES/AzEIP to transfer a child to another region the program serves. Families should not be promised re-assignment to the same AzEIP TBEIS Contractor without prior approval of the request.
- 3.14.5 The family and all service providing agencies must be notified within three (3) business days of the completion of the transfer, which shall include information of the AzEIP TBEIS Contractor who will resume early intervention services.
- 3.14.6 Transfers when a family requests a new program due to a dispute
 - A. A family may request a transfer by notifying their service coordinator. When a family has requested a transfer because of an issue they are having, the EIP must determine whether the problem can be remedied without a transfer (e.g., reassign team member(s) providing services).
 - B. If a transfer is the only remedy for a problem, the service coordinator or designee must submit a Child Transfer Form to the AzEIP Central Referral Contractor at the email address indicated on the form and cc: ADES/AzEIP@AzEIPQualityImprovement@azdes.gov to determine the

new program. The email must include a subject line of “Request for Transfer Re-Assignment due to Dispute.”

- C. The AzEIP Central Referral Agency will send a return email with the name of the receiving EIP to which the child will be transferred.
 - D. Once the receiving program is identified, the sending service coordinator must notify:
 - 1) the family of the program they are transferring to and when the transfer will occur.
 - 2) if the family consented to use public insurance, the sending service coordinator or designee must send a secure e-mail to the AHCCCS EPSDT Coordinator notifying them of the date the file is being transferred, the new EIP, the actual number of units delivered, and the actual start date of services if not already provided.
 - 3) if the child is ASDB eligible, the sending service coordinator must notify the ASDB Supervisor in their contract region of the transfer so that the Supervisor can simultaneously follow the case transfer guidelines.
 - 4) if the child is DDD eligible, the sending service coordinator must notify the DDD Supervisor in their contract region of the transfer so that the Supervisor can simultaneously follow the case transfer guidelines.
 - E. The sending service coordinator must send a copy of the entire early intervention record, including all IFSPs, to the receiving program. The sending EIP should maintain all documentation in its original form according to the records retention policy.
 - F. When there is no active IFSP (IFSP has not been developed, IFSP has expired), the receiving service coordinator must coordinate a meeting within ten (10) days of transfer and document reason for delay if timelines for the IFSP have not been met.
 - G. The service coordinator or designee ensures that the transfer is made to the receiving program in the ADES data system(s). Until this electronic transfer is complete, the early intervention needs of the child and family remain the responsibility of the sending EIP.
- 3.14.7 Transfers when a child moves out of the program’s geographic service region to another geographic service region:
- A. When a child moves out of their programs geographic service region to an area served by more than one program, the sending EIP must submit a Child Transfer Form to the AzEIP Central Referral Agency at the email address indicated on the form and cc: the current TL, all active IFSP team members (including applicable DDD and/or ASDB service providing staff and their supervisors) to determine who will be identified as the receiving

- program. The email must include a subject line of “Request for Transfer Re- Assignment”.
- B. Once the receiving program is identified, the service coordinator must notify the family of the program they are transferring to and when.
 - C. The sending EIP must notify the receiving EIP of the change. Within two (2) business days from the date of transfer, the sending service coordinator must send a copy of the entire early intervention record and a completed AzEIP Transfer Request Form to the receiving program. The sending EIP should maintain all documentation in its original form.
 - D. The sending EIP ensures that the transfer is made to the receiving program in the ADES data system(s). Until this electronic transfer is complete, the family remains the responsibility of the sending EIP.
 - 1) If the child is DDD and/or ASDB eligible, and the newly assigned EIP is a different DDD unit and/or ASDB Regional Provider, then the sending program must end date the DDD and/or ASDB assignment in the ADES data system(s) and add the new assignment.
 - 2) If the child is DDD and/or ASDB eligible, and the newly assigned EIP is still under the same DDD unit and/or ASDB Regional Provider, then the DDD and/or ASDB assignment in the ADES data system(s) will not be end dated.
 - E. If the family consented to use public insurance, the sending program must send a secure e-mail to the AHCCCS EPSDT Coordinator notifying them of the date the file was transferred, the new agency, the actual number of units delivered, and the actual start date of services.
 - F. The newly assigned program must accept the pending transfer in the ADES data system(s) within one (1) business day of date of transfer.
 - G. Upon accepting the transfer, the newly assigned EIP must ensure the child is assigned a team that will contact the family within ten (10) days and resume early intervention services as soon as possible.
 - 1) If the child is DDD and/or ASDB eligible, and the newly assigned EIP is a different DDD unit and/or ASDB Regional Provider than previously assigned, it is the newly assigned contractor’s role to assign the newly assigned DDD unit and ASDB provider in the ADES data system(s).
 - H. If the child is DDD and/or ASDB eligible, the entire EIP (TBEIS Contractor, DDD, and ASDB) must work together simultaneously to communicate, coordinate, and collaborate to resume early intervention services.